



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to Renew Annual License Plate

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- IRP Account Information
- Renew Fleet
- IRP Mileage
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 - Renew and Delete Vehicle(s)
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Revised – 2014

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.

BACK BUTTON

Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES – Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.saferys.org or download a paper copy at <http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm> and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

Our Contact Information:

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce
 - a. Enter your userID and password. Click on **SIGN IN**

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, Click Here

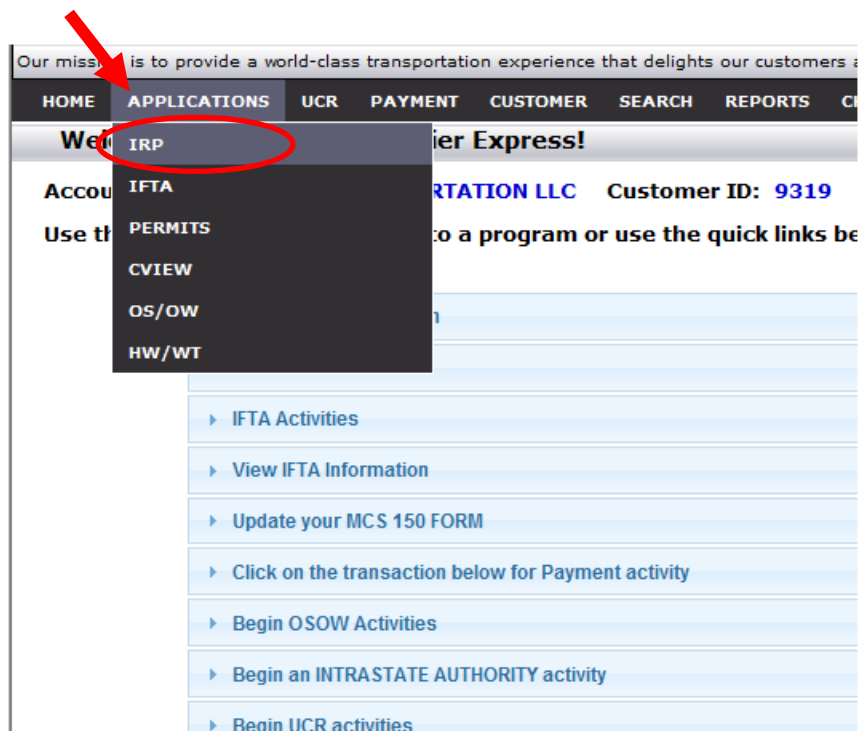
MoDOT Carrier Express now works with Chrome, Safari, Firefox & IE browsers. Learn more at www.modot.org/mcs/systemrequirements.htm

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- MoDOT Carrier Express works with Internet Explorer, Firefox, Chrome and Safari. However, software used to complete OSOW, hazardous waste and waste tire permit transactions is not compatible with app-based devices such as tablets and mobile phones. These transactions require the use of a program-based computer, such as a PC or Apple Mac. For more information about computer system requirements, [click here](#).
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuation on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-0270
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

2. The **Welcome to the MoDOT Carrier Express** page appears.
 - a. This page contains links for various activities and information pages.
 - b. To proceed with your IRP renewal, click on **APPLICATIONS**; choose **IRP** from the drop down



3. The **IRP Main Menu** appears

The screenshot shows the 'IRP Main Menu' interface. On the left, there is a vertical menu with four items: 'Renewal' (circled in red), 'Supplement', 'Supplement Continuance', and 'Reprint'. To the right of the menu, there is a section for account information. It starts with 'Account Nbr:' followed by a text input field. Below that are 'FLEET NBR:' and 'EXP MM/YR:' each followed by a text input field. At the bottom of this section are three buttons: 'Submit', 'Refresh', and 'Help'. Below the account information section, there is a 'CONTINUE' button with a dropdown arrow, followed by 'Submit', 'Refresh', and 'Help' buttons.

- a. Click on **RENEWAL**.
- b. Fill in **IRP ACCOUNT NUMBER**
- c. Enter the **FLEET NUMBER**
- d. Enter the **current EXPIRATION MONTH AND YEAR**
- e. Click **SUBMIT**; click **SUBMIT** again to confirm

4. The **IRP Account** page appears

Account		Account Nbr: <input type="text"/>	<input type="text"/>
		Supp Nbr: 0000	RENEW FLEET
USDOT Information			
USDOT NBR: <input type="text"/>	TPID: <input type="text"/>	MCS150 DATE: 10/01/2009	
USDOT/TIN Mismatch Override: <input type="checkbox"/>	Carrier Operation Type Override: <input type="checkbox"/>		
Account Information			
CARRIER NAME: ROBERT L SOLE		ACCOUNT STATUS: 0 - ACTIVE/OPEN ▼	
- DBA Name:			
BUSINESS ADDR: <input type="text"/>	<input type="text"/>	ZIP: <input type="text"/>	
CITY: <input type="text"/>	STATE: MO - MISSOURI ▼	COUNTY: <input type="text"/>	
MAILING ADDR: <input type="text"/>	<input type="text"/>	ZIP: <input type="text"/>	
CITY: <input type="text"/>	STATE: MO - MISSOURI ▼		
CONTACT NAME: <input type="text"/>			
PHONE NBR: <input type="text"/>	T: <input type="text"/>	FAX NBR: (<input type="text"/>) <input type="text"/> - <input type="text"/>	
E-MAIL ADDR: <input type="text"/>			
IFTA ACCOUNT: <input type="checkbox"/>			
CONTINUE ▼		Submit	Refresh Inquiry
Click Here to Access SAFER			

Note: Proceed from field to field with the TAB button on your keyboard

- a. Update with changes as needed. For further information see definitions below. Update contact info.

US DOT NBR	The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.				
TPID	The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed. Types of the TAX ID: <table border="1"> <tr> <td>E-FEIN</td><td>Federal Employment Identification Number</td></tr> <tr> <td>S-SSN</td><td>Social Security Number</td></tr> </table>	E-FEIN	Federal Employment Identification Number	S-SSN	Social Security Number
E-FEIN	Federal Employment Identification Number				
S-SSN	Social Security Number				
ACCOUNT STATUS	The current status of the account.				
CARRIER NAME	Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. Please stop processing and contact Motor Carrier Services if changes are needed.				
BUSINESS ADDR	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.				
MAILING ADDR	Enter the address for correspondence and other documents. Include 4 digit zip code				
CONTACT NAME	Enter the name of the person to contact concerning this account.				
PHONE NBR	Enter the contact's phone number.				
FAX NBR	Enter a fax number if applicable.				
E-MAIL ADDR	Enter an email address if applicable.				

- b. Click **SUBMIT**

- c. Check for errors, click **SUBMIT** again to confirm

5. The **Renew Fleet** page appears. Again, be sure all contact info. is current.

Renew Fleet
Account Nbr:
Supp Nbr: 0000
RENEW FLEET

USDOT Information
USDOT NBR:
TIN:
MCS150 DATE:
USDOT/TIN Mismatch Override: ☒
MCS150 Date Override: ☐
Carrier Operation Type Override: ☐

Fleet Information
FLEET NBR: 1
FLEET STATUS: 0 - ACTIVE
EFFECTIVE DATE:
EXPIRATION DATE:
FLEET TYPE:
LEASE RENTAL NBR:
COMMODITY CLASS:
RGSTRNT NAME:
RGSTRNT PHONE NBR:
EXT:
DBA Name:
BUSINESS ADDR:
CITY:
STATE: MO - MISSOURI
ZIP:
MAILING ADDR:
CITY:
STATE: MO - MISSOURI
ZIP:

Alt Shipping Addr:
Contact Info:
CONTACT NAME:
PHONE NBR:
EXT:
FAX NBR:
E-MAIL ADDR:

One-Way Rental:
Establish Place of Business Documents:
PPTR
REPPTR
MO TITLE
MO TAX RETURN
MO DL
FED TAX RETURN
MO CORP
OTHER
UTILITY BILL

CONTINUE
Submit
Refresh
Inquiry
Help
| [Click Here to Access SAFER](#)

Note: Proceed from field to field with the **TAB** button on your keyboard

- a. Update with changes as needed. For further information see definitions below:

EFFECTIVE DATE	Defines the beginning of the fleet's registration year.														
EXPIRATION DATE	Defines the ending of the fleet's registration year.														
FLEET TYPE	<p>Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul.</p> <table border="1"> <tr><td>FLEET TYPE</td></tr> <tr><td>PVT = Private</td></tr> <tr><td>FHE = For Hire Exempt</td></tr> <tr><td>FOR = For Hire</td></tr> <tr><td>FHR = For Hire Rental</td></tr> <tr><td>FHL = For Hire Leased</td></tr> <tr><td>PVR = Private Rental</td></tr> </table>	FLEET TYPE	PVT = Private	FHE = For Hire Exempt	FOR = For Hire	FHR = For Hire Rental	FHL = For Hire Leased	PVR = Private Rental							
FLEET TYPE															
PVT = Private															
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FOR = For Hire															
FHR = For Hire Rental															
FHL = For Hire Leased															
PVR = Private Rental															
COMMODITY CLASS	<p>Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul.</p> <table border="1"> <tr> <th>FLEET TYPE</th><th>COMMODITY CLASS</th></tr> <tr><td>PVT</td><td>ALL, LOGS, PASSENGER</td></tr> <tr><td>FHE</td><td>EXEMPT</td></tr> <tr><td>FOR</td><td>ALL, PASSENGER, HOUSEHOLD GOODS</td></tr> <tr><td>FHR</td><td>ALL, EXEMPT</td></tr> <tr><td>FHL</td><td>ALL</td></tr> <tr><td>PVR</td><td>ALL</td></tr> </table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
FLEET TYPE	COMMODITY CLASS														
PVT	ALL, LOGS, PASSENGER														
FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
RGSTRNT PHONE NBR	Enter the Registrants phone number. Must be a Missouri number														
BUSINESS ADDR	Enter the Missouri address where the registrant/motor carrier has an established place of business.														
MAILING ADDR	Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.														
CONTACT INFO	Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.														
ALT SHIPPING ADDR - optional	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.														
ONE-WAY RENTAL – One Way Fleets Only	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.														

b. Click **SUBMIT**; If there are no errors, click **SUBMIT** again to confirm

6. The IRP Mileage page appears

Answer the question appropriately –

The screenshot shows the 'Renew Fleet' web application interface. At the top, account and fleet information is displayed: Account No: 14573, Customer No: 123651, Name: MARRIOTT LOGISTICS LLC, USDOT No: [blank], Fleet No: 1, Customer Status: ACTIVE, Exp Mm/Yr: 6/2015, Program Status: ACTIVE.

The main form area is divided into sections: USDOT Information, Fleet Information, Alt Shipping Address, Contact Information, One-Way Rental, and Establish Place of Business Documents. The Fleet Information section is currently active, showing details for Fleet No: 1, including Effective Date (07/01/2014), Expiration Date (06/30/2015), Reg Months (12), and various address and contact fields.

A pop-up dialog box is displayed in the center of the screen, titled 'Does this fleet have reportable actual distance?'. The text inside the dialog explains that if creating a new fleet and vehicles in this fleet accrued actual distance during the distance reporting period (July 1, 2012 through June 30, 2013), actual distance must be reported and will be used to determine the apportionment fees. It asks the user to answer 'YES' if they have actual distance accumulated during the reporting period, and 'NO' if they do not. The dialog includes 'Yes' and 'No' buttons at the bottom.

At the bottom of the main form, there are buttons for 'CONTINUE', 'Submit', 'Refresh', 'Inquiry', and 'Help'. A red banner at the bottom center says 'CLICK SUBMIT TO CONFIRM'.

By checking YES on the pop up box you are indicating that ACTUAL distance was accumulated during the reporting period. Enter all miles.

IRP Distance

Account No: 13706
Customer No: 63794

Name: PASHA DISTRIBUTION SERVICES LLC
USDOT No: 1773940

Fleet No: 1
Customer Status: ACTIVE

Exp Mm/Yr: 9/2015
Program Status: ACTIVE

Report the actual distance accrued during the distance reporting period (July 1, 2013 through June 30, 2014) in each jurisdiction.

☐ Check To Verify If States Are Contiguous To Each Other

JUR	Mileage	Percentage	JUR	Mileage	Percentage	JUR	Mileage	Percentage
AL			MO	176559	91.41646%	VT		
AR			MS			WA		
AZ			MT			WI		
CA			NC			WV		
CO			ND			WY		
CT			NE			AB		
DC			NH			BC		
DE			NJ			MB		
FL			NM			NB		
GA			NV			NL		
IA			NY			NS		
ID			OH			ON		
IL			OK			PE		
IN			OR			QC		
KS	16578	8.58354%	PA			SK		
KY			RI					
LA			SC					
MA			SD					
MD			TN					
ME			TX					
MI			UT					
MN			VA					

Total Fleet Distance: 193137

By checking NO on the pop up box you are indicating that there was NO ACTUAL distance during the reporting period and the APVD (average per vehicle distance) chart will be applied. The system will calculate mileage off the base jurisdiction average distance chart.

IRP APVD Chart

Account No: 14573
Customer No: 123651

Name: MARRIOTT LOGISTICS LLC
USDOT No:

Fleet No: 1
Customer Status: ACTIVE

Exp Mm/Yr: 9/2015
Program Status: ACTIVE

JUR	Type	Distance	Percentage	JUR	Type	Distance	Percentage	JUR	Type	Distance	Percentage
MO	E	16431	18.38185%	MN	E	462	0.51685%	VT	E	44	0.04922%
AL	E	1289	1.44204%	MS	E	1058	1.18362%	WA	E	491	0.54930%
AR	E	2864	3.20405%	MT	E	420	0.46987%	WI	E	751	0.84017%
AZ	E	2209	2.47128%	NC	E	1188	1.32905%	WV	E	526	0.58845%
CA	E	2934	3.28236%	ND	E	237	0.26514%	WY	E	1189	1.33017%
CO	E	1035	1.15789%	NE	E	1404	1.57070%	AB	E	103	0.11523%
CT	E	405	0.45309%	NH	E	79	0.08838%	BC	E	33	0.03692%
DC	E	2	0.00224%	NJ	E	591	0.66117%	MB	E	37	0.04139%
DE	E	77	0.08614%	NM	E	2250	2.51714%	NB	E	20	0.02237%
FL	E	1584	1.77207%	NV	E	543	0.60747%	NL	E	1	0.00112%
GA	E	2206	2.46792%	NY	E	1145	1.28095%	NS	E	10	0.01119%
IA	E	1800	2.01372%	OH	E	3318	3.71195%	ON	E	490	0.54818%
ID	E	521	0.58286%	OK	E	3462	3.87305%	PE	E	1	0.00112%
IL	E	5728	6.40809%	OR	E	544	0.60859%	QC	E	76	0.08502%
IN	E	3222	3.60455%	PA	E	2942	3.29131%	SK	E	108	0.12082%
KS	E	4346	4.85200%	RI	E	41	0.04587%				
KY	E	1705	1.90744%	SC	E	824	0.92183%				
LA	E	977	1.09300%	SD	E	274	0.30653%				
MA	E	449	0.50231%	TN	E	2734	3.05861%				
MD	E	513	0.57391%	TX	E	7769	8.69142%				
ME	E	364	0.40722%	UT	E	1212	1.35590%				
MI	E	943	1.05496%	VA	E	1406	1.57294%				

You are indicating that the registrant **did not** have actual distance accumulated during the distance reporting period, and the base jurisdiction's average per vehicle distance (APVD) chart will be applied.

7. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**.

Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and **proceed to Step 9.**

Weight groups

All the weight groups are listed here. All weights that are different and/or have different weights are listed out.

Weight Group Selection						
Account No: 13706 Customer No: 63794		Name: PASHA DISTRIBUTION SERVICES LLC USDOT No: 1773940		Fleet No: 1 Customer Status: ACTIVE		Exp Mm/Yr: 9/2015 Program Status: ACTIVE
SEL	Weight Group	Missouri Weight	Other Gross Weight	Weight Group Type	No of Vehicles	Remove
<input type="checkbox"/>	1	80000	ALL THE SAME	P - Power Unit		
<input type="checkbox"/>	2	34000	ALL THE SAME	T - Trailer		
<input type="checkbox"/>	3	54000	AL - 55000; AZ - 55000; CA - 54999; FL - 54999; GA - 54999; IL - 54999; KY - 55000; MN - 57000; PA - 56000; TN - 56000; VA - 54499; VT - 54099	P - Power Unit		

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTS - PAGE 1 OF 1

On this example below notice the trash cans. This indicates the account has not had active power units in weight group # 1 or weight group #2 in the last 7 years. If a trash can is visible delete the unused weight group by clicking on the trash can.

Weight Group Selection						
Account No: 48 Customer No: 17113		Name: STD INC USDOT No: 926654		Fleet No: 1 Customer Status: ACTIVE		Exp Mm/Yr: 9/2015 Program Status: ACTIVE
<input type="checkbox"/>	1	42000	VT - 42099	P - Power Unit		
<input type="checkbox"/>	2	80000	AL - 80000; AR - 80000; CO - 80000; DC - 80000; DE - 80000; FL - 80000; GA - 80000; IA - 80000; IL - 80000; IN - 80000; KS - 80000; KY - 80000; LA - 80000; MD - 80000; MI - 80000; MN - 80000; MS - 80000; NC - 80000; NE - 80000; NJ - 80000; NY - 80000; OH - 80000; OK - 80000; PA - 80000; SC - 80000; SD - 80000; TN - 80000; TX - 80000; VA - 80000; VT - 42099; WI - 80000; WV - 80000; WY - 80000	P - Power Unit		
<input type="checkbox"/>	3	80000	ALL THE SAME	P - Power Unit		

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTS - PAGE 1 OF 1

1. If editing a weight group, select the weight group that needs to be modified. If no changes need to be made hit **SUBMIT**
2. Click **SUBMIT** to confirm

Vehicle Selection Menu			
Account No: 10194 Customer No: 23483		Name: CAPITOL EXPRESS INC USDOT: 1389064	
Fleet No: 2 Customer Status: ACTIVE		Exp Mm/Yr: 6/2015 Program Status: INACTIVE	
Documentation			
Documents <input type="checkbox"/>			
<input type="button" value="Straight Renewal"/> <input type="button" value="Delete Vehicle(s)"/> <input type="button" value="Amend Vehicle(s)"/> <input type="button" value="Add Vehicle(s)"/>			
<input type="button" value="Proceed to Billing"/>			
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/>			

[Click Here to Access SAFER](#)

Straight Renewal - This process is used when there are absolutely no changes or deletions to any of the vehicles listed on the renewal.

Amend Vehicles - This process is used to enter the correct USDOT and TAX ID Numbers of the motor carrier responsible for the safety of each individual vehicle and when equipment requires any type of updates such as unit numbers, ownership, title number, unladen weight, purchase dates or prices, weight changes, etc.

Delete Vehicles - This process is used when equipment no longer needs to be renewed for the upcoming registration year.

STRAIGHT RENEWAL PROCESSING

This process is used when there are no changes or deletions to any units.

- Click **STRAIGHT RENEWAL**
- The **IRP Billing** page appears
- Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- Click **SUBMIT** to calculate the fees due

IRP Billing		Account Hbr: 10830 Supp Hbr: 0000	MISSOURI DEPARTMENT OF TRANSPORTATION STRAIGHT RENEWAL	Fleet Hbr: 1 USDOT Hbr: 9898989
IRP Fee:	0.00	Waive Trailer Fee: <input type="checkbox"/>	Supplement Status: O - OPEN	
Mo Schedule I Fee:	0.00		Effective Date: 10/01/2009	REG MONTHS: 12
Mo Schedule II Fee:	0.00		Receipt Date: 05/04/2009	NBR OF VEHICLES: 3
Cab Card Fee:	0.00 <input type="checkbox"/>		Billing Date:	
Replace Tag Fee:	0.00 <input type="checkbox"/>		Invoice Date:	
Grade Crossing Fee:	0.00 <input type="checkbox"/>		TVR Ind: <input type="checkbox"/> TVR Hbr of Days: 0	
Transfer Fee:	0.00 <input type="checkbox"/>			
Revenue Transfer Fee:	0.00 <input type="checkbox"/>			
Late Filing Penalty:	0.00 <input type="checkbox"/>		Delivery Options:	<div>V - Preview E - Email F - Fax V - Preview</div>
Late Pay Penalty:	0.00 <input type="checkbox"/>			
Total Due:	0.00			
Credit Applied:	0.00			
Net Amount Due:	0.00			
		<div>CONTINUE</div>	<div>Submit</div>	<div>Quit</div> <div>Refresh</div> <div>Help</div>

- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

a. DELETE VEHICLE(S) RENEWAL PROCESSING

Use this process to remove equipment from the renewal application.

- Click on **DELETE VEHICLE**
- The **Delete Vehicle** selection menu appears

Delete Vehicle

Account Hbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Hbr: 1 Exp MM/YR:
 Supp Hbr: 0000 STRAIGHT RENEWAL USDOT Hbr: 9898989

Delete Vehicle Information

Vehicle Control: Vehicle Processed:

SEL	Unit No	Plate	VIN	Year	Make	Owner	Delete Reason	Plate Surrendered	Written Statement	Approved	Refund Letter	No Credit
<input type="checkbox"/>	2207	872277	1JJE482S3WL382207	1998	WANC	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	4625	A49823	1FUYS7EB0YLB74625	2000	FRHT	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	9703	872857	1GRAA9627PW029703	1992	GDAN	CONTRACT TRAILER	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>

PAGE 1 OF 1

CONTINUE Submit Return Refresh Help

Complete screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be deleted
SELECT (SEL)	Check only the boxes next to the units to be deleted
DELETE REASON	Select one of the following delete reasons: J – Junked L - Leased S - Sold W - Wrecked R - Repossession T - Out of Service O - Other

Click **SUBMIT** to continue

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**.
- The **IRP Billing** page appears

b. AMEND VEHICLE RENEWAL PROCESSING

Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

- Click on **AMEND VEHICLE**
- The **Amend Vehicle Selection** page appears

The screenshot shows the 'Amend Vehicle' page. At the top is a navigation bar with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, and REPORTS. Below this is a sub-navigation bar with links: Information, IRP, IFTA, PERMITS, OS/OW, and HW/WT. The main content area has the title 'Amend Vehicle' on the left. To its right, it displays 'Account Hbr: 10830', 'Supp Hbr: 0000', 'MISSOURI DEPARTMENT OF TRANSPORTATION', 'STRAIGHT RENEWAL', 'Fleet Hbr: 1', and 'USDOT Hbr: 9898989'. Below this, there are three input fields: 'VEHICLE CONTROL:' with a dropdown menu showing '1', 'VEHICLES AMENDED: 0', 'PLATE:' with a text box, 'VIN:' with a text box, and 'UNIT: 2207' with a text box. At the bottom, there is a dropdown menu labeled 'CONTINUE' and four buttons: 'Submit', 'Quit', 'Refresh', and 'Help'.

Complete the screen using the information in this table:

- Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
- Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields.

- Click **SUBMIT** to continue
- The **Amend Vehicle** page appears. Update the information on the vehicle
- Click **SUBMIT**
- If there are no errors, click **SUBMIT** to confirm

NOTE: If you are processing more than one vehicle, the control screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**
- The **IRP Billing** page appears

IRP Billing

IRP Billing		Account Hbr: Supp Hbr: 0000	MISSOURI DEPARTMENT OF TRANSPORTATION STRAIGHT RENEWAL	Fleet Hbr: 1 USDOT Hbr:
IRP Fee:	0.00		Supplement Status: O - OPEN	
Mo Schedule I Fee:	0.00	Waive Trailer Fee: <input type="checkbox"/>	Effective Date: 10/01/2009	REG MONTHS: 12
Mo Schedule II Fee:	0.00		Receipt Date: 05/04/2009	NBR OF VEHICLES: 3
Cab Card Fee:	0.00	<input type="checkbox"/>	Billing Date:	
Replace Tag Fee:	0.00	<input type="checkbox"/>	Invoice Date:	
Grade Crossing Fee:	0.00	<input type="checkbox"/>	TVR Ind: <input type="checkbox"/> TVR Hbr of Days: 0	
Transfer Fee:	0.00	<input type="checkbox"/>		
Revenue Transfer Fee:	0.00	<input type="checkbox"/>		
Late Filing Penalty:	0.00	<input type="checkbox"/>		
Late Pay Penalty:	0.00	<input type="checkbox"/>		
Total Due:	0.00			
Credit Applied:	0.00			
Net Amount Due:	0.00			
Delivery Options: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> V - Preview E - Email F - Fax V - Preview </div>				
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>CONTINUE <input type="button" value="Submit"/></div> <div><input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Help"/></div> </div>				

- Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents by date
- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

REQUIRED SUPPORTING DOCUMENTS FOR RENEWALS:

Personal Property Tax Receipt or Waiver

Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all owned and leased vehicles. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

If submitting several receipts, you must indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal.

Heavy Highway Vehicle Use Tax

Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

Titles and Leases

Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

MCS-150

Update online at www.safersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information.

Mailing address

MoDOT Motor Carrier Services
P O Box 270
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
830 MoDOT Drive
Jefferson City, MO 65109

Phone

Toll-free 1-866-831-6277 or (573) 751-7100

e-mail

contactmcs@modot.mo.gov

MoDOT Motor Carrier Services Website

www.modot.org/mcs

